

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS  
OF WARRICK COUNTY, INDIANA AMENDING SECTION 39.05  
OF THE CODE OF ORDINANCES OF WARRICK COUNTY, INDIANA**

**WHEREAS**, pursuant to Ind. Code 36-2-6-4.5(a), the Board of Commissioners of Warrick County may adopt an ordinance allowing money to be disbursed for lawful county purposes;

**WHEREAS**, Section 39.05 of the Code of Ordinances of Warrick County, Indiana sets forth the procedure for the submission and payment of claims; and

**WHEREAS**, the Board of Commissioners of Warrick County desires to amend Section 39.05 with respect to the submission, review, and presentation of claims for payment.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of Warrick County, Indiana as follows:

**The Code of Ordinances of Warrick County, Indiana, Section 39.05 entitled “Auditor Payment of Bills and Claim Voucher Process” is hereby amended in its entirety and replaced as follows:**

§ 39.05        AUDITOR PAYMENT OF BILLS AND CLAIM VOUCHER PROCESS

- (A)    Payment of just debts of the County prior to due date. The Warrick County Auditor is directed to make payment of those expenses listed in subsection (D) below prior to its due date when qualified claims have been filed with the County Auditor in a correct and timely manner, as provided under this § 39.05.
- (B)    Claim Voucher Process.
  - (1) Claim vouchers for all claims, including for credit card charges, must be submitted to the Warrick County Auditor’s Office as soon as reasonably possible after the expense giving rise to the claim is incurred, and as soon as the necessary and relevant information is available in order for said claim to be properly submitted to the Auditor’s Office.
  - (2) Claim vouchers for credit card charges are considered qualified, correct, and timely if the claim voucher:
    - a.    is executed on County Form 17;
    - b.    is submitted with an itemized written receipt attached;
    - c.    contains a charge for a lawful expense of Warrick County, as determined by the Indiana Code;

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- d. is properly signed and authenticated as true and correct by the person submitting the claim;
  - e. is submitted to the Warrick County Auditor's Office within a reasonable time after purchase (preferably forty-eight (48) hours) or within a reasonable time upon return to work if incurred outside of Warrick County (preferably within forty-eight (48) hours of return); and
  - f. is submitted to the Warrick County Auditor's Office no later than ten (10) business days before the payment on the credit card is due.
- (3) Notwithstanding any other provision under this § 39.05 to the contrary, payroll claim vouchers, along with any and all substantiating and supporting documentation required under this § 39.05, may be electronically submitted to the Warrick County Auditor's Office for processing and payment.
- (4) Those Warrick County Offices or Departments that are not physically located in the Warrick County Judicial Center may electronically submit claims to an email address selected by the Warrick County Auditor so as to submit such claims within forty-eight (48) hours of being incurred in accordance with this § 39.05(B). Notwithstanding the foregoing, all such Offices and Departments not physically located in the Warrick County Judicial Center shall physically deliver the original claims, receipts, or other necessary supporting documents to the Warrick County Auditor's Office no later than 12:00 p.m. noon Friday of each week.
- (5) If an individual fails to submit a claim voucher in accordance with this § 39.05(B), then that person shall have a continuing obligation to correct any information necessary for the claim voucher to come into compliance with said subsection. The Warrick County Auditor shall take action to reasonably expedite communication with the office holder or department head to obtain the corrected claim voucher in a timely manner.
- (6) Penalty for late fees/penalties incurred by Warrick County:
- a. If a claim voucher is qualified, correct, and timely submitted to the Warrick County Auditor's Office, and Warrick County incurs late fees/penalties for untimely payment, then Warrick County Auditor shall be personally liable for any such fees/penalties.
  - b. If a claim voucher is not for a qualified expense, not timely submitted to the Warrick County Auditor's Office, or not correctly submitted, and Warrick County incurs late fees/penalties for untimely payment, then the office holder or department head seeking payment for the claim voucher shall be personally liable for any fees/penalties.

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- c. If a dispute arises as to whether a claim voucher was qualified, correct, or timely submitted to the Warrick County Auditor's Office, the Warrick County Board of Commissioners shall in its discretion determine whether said claim voucher was qualified and submitted in a correct and timely manner.

(7) This § 39.05 is adopted by virtue of Ind. Code 36-2-6-4.5, which specifically provides that a county executive may adopt an ordinance allowing money to be disbursed for lawful county purposes under this section and further provides that, notwithstanding Ind. Code 5-11-10, *et seq.*, with the prior written approval of the Board having jurisdiction over the allowance of claims, the County Auditor may make claim payments in advance of Board allowance for certain kinds of expenses including, without limitation, those expenses listed in subsection (C), below, provided that such expenses are supported by a fully itemized invoice or bill and certification by the County Auditor and further provided that the county executive or County Board having jurisdiction over the allowance of the claim shall review and allow the claim at its next regular or special meeting following the pre-approved payment of the expense and that such payment of expenses under this section must be published in the manner provided under Ind. Code 36-2-6-3.

(C) Review and Presentation of Claims by Auditor.

- (1) No later than 4:00 p.m. on the Wednesday immediately preceding the Board of Commissioners' next regularly scheduled meeting, the Auditor shall submit to the Board of Commissioners a voucher list itemizing and describing any and all claims to be reviewed by the Board of Commissioners at said meeting.
- (2) The voucher list referenced in subsection (C)(1), above, shall include any and all claims that have been submitted to the Auditor's Office by 12:00 p.m. noon, six (6) business days prior to the Board of Commissioners' next regularly scheduled meeting.
- (3) The Auditor shall include on the voucher list referenced in subsection (C)(1), above, all claims submitted to the Auditor's Office by the deadline referenced in subsection (C)(2), including claims certified and non-certified by the Auditor, in addition to payroll claims as well as those claims which the Auditor is unable to determine to be certified or non-certified.
- (4) The Auditor shall deliver original copies of any and all claims as described on the voucher list referenced in subsection (C)(1) to the Board of Commissioners by 12:00 p.m. noon on the Friday immediately preceding the Board of Commissioners' next regularly scheduled meeting. Following the conclusion of said regularly scheduled meeting of the Board of Commissioners, the Board of Commissioners shall return the possession of all original claims to the Auditor.

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(D) Claims to be paid by Auditor.

- (1) The Warrick County Auditor is directed to make claim payments in advance of Warrick County Board of Commissioners allowance for the following kinds of expenses:
  - a. Property or services purchased or leased from the United States government, its agencies or its political subdivision;
  - b. Insurance premiums.
  - c. Utility payments or utility connection charges.
  - d. General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
  - e. Grant of state funds authorized by statute.
  - f. Maintenance or service agreements.
  - g. Lease or rental payments.
  - h. Bond and coupon payments.
  - i. Payroll.
  - j. State or federal taxes.
  - k. Expenses that must be paid because of emergency circumstances.
  - l. Expenses described in an ordinance.
  - m. Contract payments.
  - n. Qualified, correct, and timely credit card claims if the due date for the credit card is prior to the time the Board of Commissioners can approve same.
- (2) Each payment of expense must be supported by a fully itemized invoice or bill as described above in subsection (B), above, and certification by the Warrick County Auditor.
- (3) The Warrick County Board of Commissioners having jurisdiction over the allowance of the claim shall review and allow the claim at its next regular or special meeting following the pre-approved payment of the expense.


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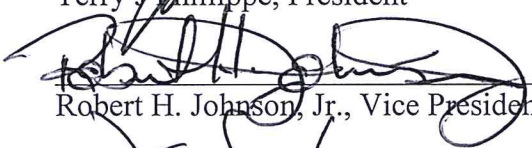
- (4) A payment of expenses under this section must be published in the manner provided under Ind. Code 36-2-6-3.

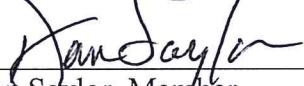
This Ordinance shall be effective upon passage.

**Passed and adopted by the Board of Commissioners of Warrick County, Indiana, this 9<sup>th</sup> day of August, 2021.**

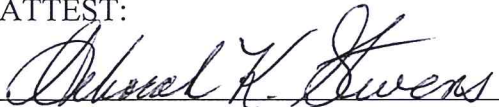
WARRICK COUNTY  
BOARD OF COMMISSIONERS

  
Terry J. Phillippe, President

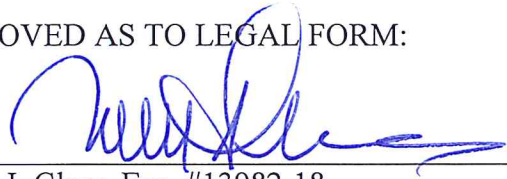
  
Robert H. Johnson, Jr., Vice President

  
Dan Saylor, Member

ATTEST:

  
Deborah K. Stevens, Auditor  
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:

  
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